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DEPARTMENT OF PARLIAMENTARY AFFAIRS

NOTIFICATION

New Delhi, the 29th November 1963

THE DEPARTMENT OF PARLIAMENTARY AFFAIRS (RECRUITMENT AND
CONDITIONS OF SERVICE) RULES, 1963

G.S.R. 1850.—In exercise of the powers conferred by the Proviso to Article 309 of the Constitution and all other powers enabling him in this behalf the President hereby makes the following rules, regulating the method of recruitment and conditions of persons appointed to posts in the Department of Parliamentary Affairs, namely:—

1. **Short title and commencement.**—(i) These rules may be called “The Department of Parliamentary Affairs (Recruitment and Condition of Service) Rules, 1963.

(ii) These rules shall come into force on and from the 29th November, 1963.

2. **Definition.**—In these rules, unless the context otherwise requires,—

- (a) “appointing authority” in relation to any Grade means the authority empowered under the Central Civil Services (Classification, Control and Appeal) Rules, 1957, to make appointments to that Grade;
- (b) “Commission” means the Union Public Service Commission;
- (c) “Department” means the Department of Parliamentary Affairs;
- (d) “direct recruitment” means recruitment on the basis of a competitive examination held by the Commission or otherwise and not through promotion of any employee of the Department or transfer from another service;
- (e) “duty post” means any post in the Department of Parliamentary Affairs, whether permanent or temporary;
- (f) “Grade” means a Grade of service in the Department of Parliamentary Affairs;
- (g) “Schedule” means a schedule to these rules.

3. **Strength and composition of the Service in the Department.**—(1) There shall be in the Department,—

- (a) such number of permanent posts as are specified in the Schedule I;
- (b) such temporary posts of the categories specified in Schedule II, or such other posts as may be created from time to time.

(2) The Department may from time to time amend the Schedule I by increasing or reducing the number of posts specified therein or by adding thereto any new category of post or posts.

(3) The Department may, if it is satisfied that the nature of the work done by the holder of a ministerial post so requires, convert such ministerial post into a technical post.

4. Method of recruitment.—The method of recruitment to the posts in the Department shall be as follows:

Secretary

- (1) The post of Secretary to the Department shall be ordinarily filled by the transfer or deputation of a suitable officer belonging to the Indian Administrative Service, Central Services, Class I, or State Services Class I:

Provided that in the event of the inability of the Department to obtain the transfer or deputation of any member of the services above mentioned, for filling the post, the post may be filled by direct recruitment.

Under Secretaries

- (2) Fifty per cent of the vacancies falling in the Grade of Under Secretaries shall be filled by promotion, by selection, from amongst such officers of the Section Officers' Grade as have rendered not less than ten years' service in that Grade and the remaining fifty per cent of the vacancies shall ordinarily be filled by transfer or deputation of suitable officers belonging to the Indian Administrative Service, Central Services Class I, or State Services Class I:

Provided that in the event of the failure of the Department to obtain the transfer or deputation of any member of the services above mentioned, for filling any post, the post may be filled up by promotion, by selection, from amongst such officers as are qualified for such promotion under this sub-rule.

Section Officers

- (3) Seventy-five per cent of the vacancies falling in the Section Officers' Grade shall be filled by promotion, by selection from amongst the officers of the Assistants' Grade who have rendered not less than eight years' service in that grade and the remaining twenty-five per cent of the vacancies shall be filled by direct recruitment or by the transfer or deputation of suitable officers from other Central Government Departments and Offices:

Provided that in the event of the failure of the Department to obtain the transfer or deputation of any suitable officer, the vacancies shall be filled up by promotion, by selection, from amongst such officers as are qualified for such promotion under this sub-rule.

Personal Staff of the Minister

- (4) (i) Appointments to the posts of Private Secretary and Assistant Private Secretary to the Minister in charge of the Department shall be made by the Minister of Parliamentary Affairs at his discretion.
- (ii) Appointment to the posts of First Personal Assistants to the Minister in charge of the Department shall be by promotion, by selection, from amongst the employees of the Stenographers' Grade in the Department with three years' service in that Grade.

Stenographers

- (5) Vacancies in the Grade of Stenographers shall be filled by direct recruitment on the basis of competitive examinations held for the purpose by the Commission.

Assistants

- (6) (i) Twenty-five per cent of the vacancies in the Assistants' Grade shall be filled by promotion of Upper Division Clerks who have rendered not less than five years' service in the Grade, on the basis of seniority-cum-fitness, and seventy-five per cent of the vacancies shall be filled by direct recruitment on the basis of competitive examination held for the purpose by the Commission.

Hindi Assistant

- (ii) Vacancies in the Grade of Hindi Assistant shall be filled by promotion of suitable Upper Division/Lower Division Clerks who have rendered not less than 5 years' service in the grade and having academic qualifications in Hindi, failing which, by transfer on deputation from the other Ministries/Departments of the Government.

Upper Division Clerks

- (7) Vacancies in the Grade of Upper Division Clerks shall be filled by promotion of permanent or Quasi-permanent Lower Division Clerks on the basis of seniority-cum-fitness.

Lower Division Clerks

- (8) Vacancies in the Lower Division Grade shall be filled by direct recruitment on the basis of competitive examination held for the purpose by the Commission or by transfer from the other Ministries/Departments of the Central Government or from the State Governments. Temporary vacancies may be filled through the Employment Exchange or other sources of recruitment as applicable to other Government Departments, for short duration or until such time as the candidates are made available to the Department by the Commission on the basis of competitive examination.

Staff Car Driver

- (9) Vacancies in the Grade of Staff Car Driver shall be filled through the Employment Exchange or by transfer of suitable Drivers serving in the other Ministries/Departments of the Government of India or from the State Governments.

Gestetner Operator

- (10) Vacancies in the Grade of Gestetner Operator shall be filled by promotion of Daftries with five years' service in the Grade in the order of seniority subject to the proficiency of handling the Gestetner machine provided that direct recruitment may be made when suitable departmental candidates are not available.

Daftries and Jamadars

- (11) Vacancies falling in the grade of Daftries and Jamadars shall be filled by promotion of suitable peons in the Department with five years' service in the grade.

Peons etc.

- (12) Vacancies in the grade of peons or other Class IV posts specified in Schedule I and II shall be filled through the Employment Exchange or by transfer of Class IV servants serving in the other Departments of the Government of India or Government of a State.

NOTE.—Appointments in the Department made otherwise than by promotion or transfer will be subject to the orders regarding Special Representation in the services in accordance with the instructions issued by the Ministry of Home Affairs from time to time in this regard.

5. Conditions for Direct Recruitments.—(i) (a) No person who has more than one wife living or who having a spouse living, marries in any case in which such marriage is void by reason of its taking place during the lifetime of such spouse, shall be eligible for appointment to the service; and

(b) no woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment to the service:

Provided that the Central Government may, if satisfied that there are special grounds for so doing, exempt any person from the operation of this rule.

(ii) The educational qualifications, age limit, experience etc. prescribed for direct recruitment to the various grades in the Department are given in Schedule III.

6. Substantive appointments in the Service.—(a) An officer holding temporary or officiating appointment in a Grade may be appointed in a substantive capacity in that Grade or in a lower Grade if he has worked in that grade, as the case may be, in accordance with seniority with the approval of the Commission where such approval is necessary under the General Rules applicable to similar appointments under the Central Government.

(b) All temporary or officiating appointments in the Department of Parliamentary Affairs before the commencement of these rules shall be got regularised in consultation with the Commission, where such consultation is necessary.

7. Seniority.—The seniority of employees shall be determined in accordance with the general rules issued by the Ministry of Home Affairs or in accordance with the specific rules issued in this regard in consultation with that Ministry.

8. Pay.—(1) The pay or time scale of pay admissible to an officer in any Grade shall be as specified in Schedule IV.

(2) The pay and increments of officers of various grades shall be regulated in accordance with the Fundamental Rules or other similar rules relating to pay, for the time being in force, provided that an officer of the Assistants' Grade who does not, within a period of two years from the date of his appointment to that grade, pass a typewriting test held by the Commission at the minimum speed prescribed for this purpose shall not, unless exempted by a special or general order, be entitled to draw any further increment in the grade until he passes such test; and on his passing, or being exempted from the test, his pay shall be refixed as if his increments had not been withheld under this proviso but no arrears of pay shall be allowed for the periods in relation to which the increments had been withheld.

(3) Officers appointed on deputation from Central services or from the State Government shall be eligible to a deputation duty allowance of not more than 20 per cent of their grade pay as may be fixed in each case in consultation with the lending authorities.

(4) The pay of a probationer in a grade may, on his completing each year of probation to the satisfaction of the appointing authority, be raised by one stage in the time scale.

9. Probation.—(1) Candidates appointed to the service by selection through competitive examinations or otherwise or by promotion shall be on probation for a period of two years provided that in the case of promotees the appointing authority may at its discretion count any period of officiating service in that grade for counting the said period of two years.

(2) On the completion of the period of probation, the candidates shall, if considered fit for permanent appointment, be confirmed in their appointments.

(3) The Government may, at its discretion, extend the period of probation specified in sub-rule (a) upto a period not exceeding one year.

(4) If on the expiration of the period of probation referred to in sub-rule (1) or of any extended period referred to in sub-rule (3) above, the Government is of the opinion that a candidate is not fit for permanent appointment or if at any time during such period of probation or extended period of probation it is satisfied that the candidate will not be fit for permanent appointment on the expiration of such period of probation or extended period of probation it may discharge the

candidate or revert him to his substantive post or pass such other orders as it may think fit.

10. Conditions of service.—The conditions of service in respect of matters for which provision is not made in these rules, shall be the same as are applicable from time to time to other officers of the Government of corresponding status.

11. Regulations.—Central Government may make regulations not inconsistent with these rules to provide for all matter for which provision may be necessary or expedient for the purpose of giving effect to these rules.

12. Power to relax.—Where the Central Government is of the opinion that it is necessary or expedient to do so in the public interest, it may, by order and for reasons to be recorded by it in writing, relax any of the provisions of these rules with respect to any class or category of persons:

Provided that no relaxation shall be made with regard to any essential qualifications laid down in these rules.

13. Interpretation.—If any question arises relating to interpretation of these Rules it shall be decided by the Central Government whose decision thereon shall be final.

14. Power to remove difficulty.—If any difficulty arises in giving effect to the provisions of these Rules, the Central Government may, by order, make such directions, not inconsistent with the provisions of these Rules, as appear to it to be necessary or expedient for the removal of the difficulty and the decision of the Central Government in such cases shall be final.

SCHEDULE I

Authorised Permanent Strength of the Various Grades

S. No.	Category of Post	No. of posts
1	Secretary	1
2	Under Secretary	2
3	Private Secretary to Minister	1
4	Assistant Private Secretary to Minister	1
5	Section Officer	3
6	Assistant	10
7	Stenographer	2
8	Upper Division Clerk	2
9	Lower Division Clerk	10
10	Staff Car Driver	1
11	Gestetner Operator	1
12	Daftry	1
13	Jamadar	1
14	Farash	1
15	Peon	8

SCHEDULE II

Authorised Temporary Strength of Various Grades

Serial No.	Category of Post	No. of Posts
1	Section Officer	1
2	First Personal Assistant to Minister	1
3	Assistant	2
4	Hindi Assistant	1
5	Stenographer	3
6	Upper Division Clerk	1
7	Lower Division Clerk	7
8	Daftary	1
9	Peons	6
		(Including one post of peon sanctioned from one week before till one week after the Session).
10	Sweeper	1

SCHEDULE III

Qualifications, Age Limit, Experience etc., for Direct Recruitment

S. No.	Category of Post	Qualifications	Age limit
1	Secretary	<p><i>Essential:—</i></p> <p>(i) Degree of a recognised University.</p> <p>(ii) About 10 years' experience of administrative work, in a responsible position in the Secretariat of any State Legislature or Parliament or in any Department thereof or in any Public Body.</p> <p>(iii) Knowledge/experience of Parliamentary practice and procedure.</p> <p>The above mentioned Qualifications may be relaxed by the Commission at its discretion in the case of candidates otherwise well qualified.</p> <p><i>Desirable :—</i></p> <p>Degree in Law of a recognised University.</p>	Preferably below 30 years. (Relaxable for Government servants).
2	Section Officer	As in the I.A.S. etc. Examination.	
3	Assistant	Age and educational qualifications as prescribed for the competitive examination for Assistants' Grade, conducted by the U.P.S.C.	

S. No.	Category of Post	Qualifications	Age limit
4.	Stenographer . . .	Age and educational qualifications as prescribed for the competitive examination for Stenographers' Grade conducted by the U.P.S.C.	
5.	Lower Division Clerks	Matriculation	18—21
6.	Staff Car Driver . . .	Desirably Middle School Pass . . .	18—25
7.	Peon	Middle School Pass	18—25
8.	Farash	Nil	18—25
9.	Sweeper	Nil	18—25

NOTE.— The upper age limits prescribed above will be relaxable in the case of any candidate belonging to any Scheduled Caste or any Scheduled Tribe or to any other special categories or persons in accordance with the general orders issued from time to time by the Government of India.

SCHEDULE IV

Scale of pay attached to the various Grades of the Service in the Department.

GAZETTED CLASS I

1. Secretary Rs. 1800—100—2000.
2. Under Secretary Rs. 900—50—1250.
3. Private Secretary to the Minister Rs. 700—40—900.

GAZETTED CLASS II

4. Assistant Private Secretary to Minister Rs. 375—20—575.
5. Section Officer Rs. 350—25—500—30—590—EB—30—800—EB—30—830—35—900.

(NOTE.— An Officer of the Assistants' Grade promoted to the Section Officers' Grade shall be allowed a minimum initial pay of Rs. 400/- in this scale).

6. First Personal Assistant to Minister Rs. 350—25—650.

(NOTE.— An Officer of Stenographers' Grade appointed to the post shall be allowed a minimum initial pay of Rs. 400/- in this scale).

NON-GAZETTED CLASS II

7. Assistant Rs. 210—10—270—15—300—EB—15—450—EB—20—530.
8. Hindi Assistant Rs. 210—10—270—15—300—EB—15—450—EB—20—530.
9. Stenographer Rs. 210—10—270—15—300—EB—15—450—EB—20—530.

NON-GAZETTED CLASS III

10. Upper Division Clerk . . . Rs. 130—5—160—8—200—EB—8—256—EB—8—280.
 11. Lower Division Clerk . . . Rs. 110—3—131—4—155—EB—4—175—5—180.

NOTE.—1. Upper Division Clerk or Lower Division Clerk authorised to handle cash to draw special pay of Rs. 15.00 per month.

2. Lower Division Clerk working as Steno-typist to draw special pay of Rs. 20/- per month).

12. Staff Car Driver . . . Rs. 110—3—131—4—139.
 13. Gestetner Operator . . . Rs. 110—3—125.

CLASS IV POSTS

14. Daftry . . . Rs. 75—1—85—EB—2—95.
 15. Jamadar . . . Rs. 75—1—85—EB—2—95.
 16. Peon . . . Rs. 70—1—80—EB—1—85.
 17. Farash . . . Rs. 70—1—80—EB—1—85.
 18. Sweeper . . . Rs. 70—1—80—EB—1—85.

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KAILASH CHANDRA, Secy.